

Chapter 3: Security

Registering for User & Coordinator User IDs

Because the Financial Assessment Subsystem Submission – Multifamily Housing (FASSUB) is a secure, Web-based system that contains sensitive financial information, security registration is required prior to gaining access. An Internet user can access the system only after:

- Registering for a user ID
- Being assigned a system role and
- Receiving a user ID

Further restrictions apply regarding system access for a specific property. Before the system allows creation of a submission record and financial data entry, a user must be assigned to the property by the owning entity to submit annual financial statement and audit data.

NOTE: Throughout this guide, the word “user” is used as a generic term that includes both Users and Coordinators.

FASSUB Users

There are two types of Internet FASSUB users: Coordinators and Users. The Coordinator serves as the owning entity’s representative to perform system administration functions. It is recommended that each owning entity designate two Coordinators to ensure backup for system administration needs. Each owning entity, however, is limited to a maximum of two Coordinators. The Coordinator controls which Users have access to prepare, review, or submit annual financial statement data on behalf of the owning entity. *A Coordinator is also responsible for forwarding all information to the owning entity that is received electronically from HUD.*

There are two distinct User roles, Submitter and CPA Certifier. A Submitter is defined as an employee of the owning entity or a third party, such as a management agent authorized by the owning entity to submit annual financial statements. The CPA Certifier is defined as a certified public accountant (CPA) authorized by the owning entity to audit annual financial statement data for a property. The User, however, cannot assign access to the system or properties. A User depends on the Coordinator for the necessary access to prepare, review, or submit annual financial statement data.

Coordinator and User Registration Application

All Coordinators and Users must fill out an online registration application to obtain a user ID for Internet access to FASSUB. To register for and to access FASSUB, Coordinators and Users go the **Real Estate Assessment Center** web page. Requested registration information includes name and social security number, the owning entity's name and tax identification number, e-mail address, desired password, and mother's maiden name.

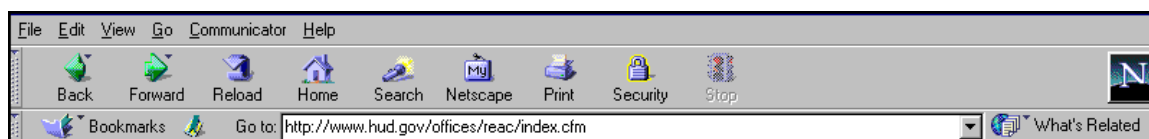
Accessing the Online Registration Application

To access the online registration application for Coordinator and User:


1. Open your Internet browser (e.g., Netscape*). The Internet main page displays. The Yahoo* main page is shown here as an example.



2. Place the cursor in the *Location* field.



3. Enter the following URL address: **www.hud.gov/offices/reac/index.cfm** in the *Location* field. The **Real Estate Assessment Center** page displays (next page).



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real estate assessment center (reac)

features

REAC has completed the survey for fiscal year end periods up to and including 09/30/01. We are currently preparing to begin the process for 12/31/01 and future cycles. Please ensure that your addresses are up to date in the PIH Information Center (PIC) System, and approved by your Field Office.

PHAS EFFECTIVE FOR SEPTEMBER 30, 2001 PHAS.

PHAS notice extending advisory scores. See Federal Register Notice dated May 30, 2001


what's hot!

- ▶ **IMPORTANT!! Mailing Instructions for all correspondence relating to Multifamily Financial Assessments,** In an effort to improve customer service and to expedite all incoming correspondence, the Multifamily Housing Division has requested that the following documentation and correspondence be directed to your local HUD field offices.
 - ▶ Corrective Actions to Audit Findings from the FASS-Subsystem
- ▶ LASS (Lender Assessment SubSystem) [Learn More!](#)

highlights

- ▶ Please join HUD's Real Estate Assessment Center (REAC) Multi-family (MF) staff members in celebrating the receipt and assessment of 50,000 electronically submitted financial statements. [Read more.](#)
- ▶ Released on March 1, 2001! Conferees Report on PHAS - Physical Inspection System. [See report](#)
- ▶ Released on March 28, 2001!-- A simplified Explanation for the Scoring of Physical Inspections. [View Report](#)

Content updated January 23, 2002

 U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

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NOTE: The content of this page is updated on a regular basis, therefore, its appearance may vary.

- Click on the online systems link located in the left column. The **Online Systems** screen displays (next page).



real estate
assessment center

text only | translate | search/index

Home > About HUD > Real Estate Assessment Center > Online systems

If you already have a User ID, click on the "Log In" button to proceed directly to Secure Connection. Note that upon log in, the "User Name" field actually requires your user ID.

LOG IN

If you already have a User ID, but have forgotten your password, click on the "Password Reset" button. Note that you will be required to provide some of your original registration data to have your password reset.

PASSWORD RESET

Need a user ID - Try our [On-line Registration](#)

Attention Users of REAC Online Systems!
The browser you are using may affect your ability to access REAC System Applications. [See Details](#). Updated March 6, 2001


Content updated January 26, 2002

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5. Scroll down the screen next to the NEED A USER ID? heading, and click on the [registration instructions](#) link. The **Registration Instructions** screen displays (next page).



HUD HOME ABOUT HUD Q & A SEARCH / INDEX E-MAIL

registration instructions

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OBTAINING A USER ID

A user ID is required to establish a "secure connection" to HUD's secure systems from the Internet. HUD's secure systems provide a means for trusted business partners to submit and retrieve required program information. If you require access to one or more of HUD's secure systems and do not have a user ID, you must register for one by completing the appropriate online registration form.

SECURE CONNECTION REGISTRATION HELPFUL HINTS

- You must register for a user ID under a HUD trusted business partner (e.g., an organization that is an owning entity, public housing agency, contractor, etc.)
- A user ID is assigned to the **person** that registers, **not** the organization under which he/she registers. Therefore, each person requiring access to HUD's secure systems must register for a user ID (i.e., a user ID cannot be shared by multiple people).
- You can register for only one user ID. Your user ID can be used to access any of HUD's secure systems on behalf of an organization, given you have been granted the proper authority.

SELECT A SECURE CONNECTION REGISTRATION FORM

Link to the appropriate Secure Connection registration form by selecting the type of organization under which you are registering:

[Multifamily Housing Entity](#)

[Public Housing Agency](#)

NOTE: Due to space limitations, the entire contents of the **Registration Instructions** screen could not be shown.

6. Scroll to the bottom of the screen, and click on the [Multifamily Housing Entity](#) link. The **Coordinator and User Registration** application displays (next page).

Coordinator and User Registration

Application Type: **Coordinator** ☒ **User** ☒

First Name:
Middle Initial:
Last Name:
Social Security Number: - -

Organization/Individual Information

- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name:

TIN/SSN:

Organization ☒ Individual ☒

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: **jsmith@aol.com**, **john DOE@adv.org**, **hfd84a@prodigy.com**.

E-mail Address:

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important:** Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.


Password:
Re-enter Password for Verification:

Mother's Maiden Name.


- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:






NOTE: A person serving as a Coordinator for an owning entity and a User (submitter) for the same or another owning entity, should initially register as a Coordinator. Once a person registers as a User, they cannot register, again as a Coordinator.

REGISTERING AS A COORDINATOR	
Step	Instruction
1	Click on the Coordinator Coordinator  radio button to designate the <i>Application Type</i> .
2	Enter the applicant's full name, middle initial and last name. <ul style="list-style-type: none"> Place the cursor in the <i>First Name</i> field and type first name. Use the Tab key on the keyboard to go to the next field. Enter the middle initial in the <i>Middle Initial</i> field. Do not place a period after the letter. Use the Tab key to go the <i>Last Name</i> field, and enter the last name.
3	Enter the applicant's social security number (SSN), without hyphens (-), in the <i>Social Security Number</i> field.
4	Enter the name of the owning entity in the <i>Organization/Individual Name</i> field.
5	Enter the tax identification number (TIN), without hyphens (-), for the owning entity in the <i>TIN/SSN</i> field. NOTE: The TIN is validated against HUD's database containing trusted business partners. An application submitted with a TIN not found in HUD's database is rejected.
6	Click on the applicable radio button for either <i>Organization</i> or <i>Individual</i> . NOTE: These fields correspond to the type of owning entity under which a person registers. For example, if the ID represents a corporation, select the <i>Organization</i> radio button. If, however, the ID represents an owning entity that is an individual, such as a sole proprietor, select the <i>Individual</i> radio button.
7	Enter the applicant's complete e-mail address in the <i>E-mail Address</i> field. NOTE: The complete e-mail address is essential for communication purposes between HUD and the Coordinator. If the e-mail address is incorrect, HUD cannot contact the applicant to make them aware of any registration errors.


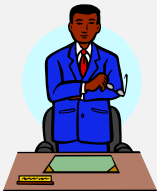

REGISTERING AS A COORDINATOR


Step	Instruction
8	<p>Choose and enter a password of six characters in the <i>Password</i> field.</p> <p>NOTE: Passwords can contain letters and/or numbers or a combination of both. Also, passwords are case-sensitive and must be typed exactly as entered on this registration application, in order to access the FASSUB system. (Example: Sam437)</p>
9	<p>Tab and re-enter the password again for confirmation in the <i>Re-enter Password for Verification</i> field.</p> <p>NOTE: HUD does not disclose passwords. If a Coordinator forgets their password, they must contact the REAC Technical Assistance Center (TAC) to have HUD reset the password. The SSN and mother's maiden name is used for verification prior to resetting the password.</p>
10	<p>Enter the appropriate information in the <i>Mother's Maiden Name</i> field.</p>
11	<p>Click on the Send Application  button to submit the completed registration application. The System Coordinator Registration confirmation page displays, which reflects the information submitted by the applicant (Coordinator), as well as the name and mailing address of the owning entity.</p> <div data-bbox="412 1226 1330 1791"> <p style="text-align: center;"><i>System Coordinator Registration</i></p> <hr/> <p>SYSTEM COORDINATOR REGISTRATION CONFIRMATION:</p> <p>First Name: JANE Middle Initial: Last Name: DOE Social Security Number: 234-56-7655 Organization Name: KELLEY REALTY LTD Organization ID: 466038287 E-mail Address: doe@aol.com Mothers Maiden Name: JOHNSON</p> <p>You are registering as a Participant Coordinator for the Participant KELLEY REALTY LTD - 466038287.</p> <p>Please confirm the following address for KELLEY REALTY LTD:</p> <p>1812 E DAKOTA PIERRE SD 57501</p> <p>Your requested Coordinator ID or activation code number will be mailed to the above address associated with the property owner, PHA or other HUD program participant you seek to represent as a coordinator. You will need to obtain your ID/code number from the program participant's CEO or Executive Director at this address. If you do not recognize this as a current, complete or correct address associated with the HUD program participant you seek to represent, please cancel this application and have the program participant contact the appropriate HUD field office representative to obtain a clarification or correction of the address. If you do not know the HUD field office contact for this program participant, communicate your address concern to the REAC Customer Service Center, via the below e-mail click box at REAC_CSC. Please provide your name and daytime phone number.</p> <p><input type="button" value="Confirm / Submit"/> <input type="button" value="Cancel Application"/></p> <p>Comments or Questions <REAC_CSC@hud.gov></p> </div> <p>NOTE: In order for the applicant to receive their Coordinator ID, the owning entity's mailing address must be correct.</p>

REGISTERING AS A COORDINATOR


Step	Instruction																
12	<p>Verify the registration information on the confirmation screen.</p> <p>NOTE: Do not submit the application if the mailing address for the owning entity is incorrect. Click on the Cancel Application  button to cancel the application process. Before submitting the registration application, the owning entity must contact their HUD program center and request a correction in the Real Estate Management System (REMS).</p> <p>If the applicant incorrectly enters any information, click on the Cancel Application button to return to the registration application. The Coordinator must enter corrected information and re-send the application. Use the following methods to re-enter correct information before resubmitting the registration application.</p> <ul style="list-style-type: none"> • To correct a single character, use the Delete or Backspace key on the keyboard. • To delete an entry in a field, double-click on the entry to highlight. Use the Delete key to delete the entry. • To clear all of the entries in all fields and to begin the application again, click on the Clear Fields button at the bottom of the screen. 																
13	<p>Click on the Confirm/Submit  button. The System Coordinator Registration message page displays acknowledging receipt and acceptance of the registration application for processing.</p> <div data-bbox="548 1415 1235 1793"> <p style="text-align: center;"><i>System Coordinator Registration</i></p> <hr/> <p> Message: SYSTEM COORDINATOR REGISTRATION ACCEPTED FOR FURTHER PROCESSING</p> <table> <tr> <td>First Name:</td> <td>JANE</td> </tr> <tr> <td>Middle Initial:</td> <td></td> </tr> <tr> <td>Last Name:</td> <td>DOE</td> </tr> <tr> <td>Social Security Number:</td> <td>234-56-7655</td> </tr> <tr> <td>Organization Name:</td> <td>KELLEY REALTY LTD</td> </tr> <tr> <td>Organization ID:</td> <td>466038287</td> </tr> <tr> <td>E-mail Address:</td> <td>doe@sol.com</td> </tr> <tr> <td>Mothers Maiden Name:</td> <td>JOHNSON</td> </tr> </table> <hr/> <p> </p> <p>[Home][Previous]</p> <p>Comments or Questions: <REAC_CSC@hud.gov></p> </div>	First Name:	JANE	Middle Initial:		Last Name:	DOE	Social Security Number:	234-56-7655	Organization Name:	KELLEY REALTY LTD	Organization ID:	466038287	E-mail Address:	doe@sol.com	Mothers Maiden Name:	JOHNSON
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AFTER REGISTERING AS A COORDINATOR






Overview	<p>Coordinator registration applications are processed nightly. If the TIN is verified as a trusted business partner within the HUD database, the system assigns a Coordinator user ID. A trusted business partner is an organization/individual registered to do business with HUD. Trusted business partners include owners of multifamily properties, managing agents, and developers. Any of these business partners may have a representative register for a user ID; however, FASSUB only allows the authorized representative of the owning entity to assign rights to access the system.</p>
	<p>Once a person successfully registers for a Coordinator ID, the following process is used to communicate the Coordinator's user ID.</p>
<p>1</p>	<p>HUD sends the CEO of the owning entity a letter within two weeks.</p> 
<p>2</p>	<p>CEO of organization receives letter and confirms the Coordinator's user ID.</p> 
<p>3</p>	<p>Coordinator receives user ID from CEO of organization.</p> 

REGISTERING AS A USER	
Step	Instruction
1	<p>Click on the User  radio button to select the <i>Application Type</i>.</p> <p>NOTE: If an applicant is registering as a User, they cannot perform system administration functions in the system.</p>
2	<p>Enter the applicant's full name, middle initial and last name.</p> <ul style="list-style-type: none"> Place the cursor in the <i>First Name</i> field and type first name. Use the Tab key on the keyboard to go to the next field. Enter the middle initial in the <i>Middle Initial</i> field. Do not place a period after the letter. Use the Tab key to go the <i>Last Name</i> field, and enter the last name.
3	<p>Enter the applicant's social security number (SSN), without hyphens (-), in the <i>Social Security Number</i> field.</p>
4	<p>Enter the name of the owning entity in the <i>Organization/Individual Name</i> field.</p>
5	<p>Enter the tax identification number (TIN), without hyphens (-), for the owning entity in the <i>TIN/SSN</i> field.</p> <p>NOTE: The TIN is validated against HUD's database containing trusted business partners. An application submitted with a TIN not found in HUD's database is rejected.</p>
6	<p>Click on the applicable radio button for either <i>Organization</i> or <i>Individual</i>. These fields correspond to the type of owning entity under which a person registers. For example, if the User ID represents a corporation, select the <i>Organization</i> radio button. If, however, the User ID will represent an owning entity that is an individual, such as a sole proprietor, then the <i>Individual</i> radio button.</p>
7	<p>Enter the applicant's complete e-mail address in the <i>E-mail Address</i> field.</p> <p>NOTE: The complete e-mail address is essential for communication purposes between HUD and the applicant. If the e-mail address is incorrect, HUD cannot contact the applicant to make them aware of any registration errors.</p>

REGISTERING AS A USER

Step	Instruction																
8	<p>Choose and enter a password of six characters in the <i>Password</i> field.</p> <p>NOTE: Passwords can contain letters and/or numbers or a combination of both. Also, passwords are case-sensitive and must be typed exactly as entered on the registration application, in order to access the FASSUB system. (Example: JR569Z)</p>																
9	<p>Tab and re-enter the password again for confirmation in the <i>Re-enter Password for Verification</i> field.</p> <p>NOTE: HUD does not disclose passwords. If a Coordinator forgets their password, they must contact the REAC Technical Assistance Center (TAC) to have HUD reset the password. The SSN and mother's maiden name is used for verification prior to resetting the password.</p>																
10	Enter the appropriate information in the <i>Mother's Maiden Name</i> field.																
11	<p>Click on the Send Application  button to submit the completed registration application. The Standard User Registration confirmation screen displays, which reflects the information submitted by the applicant (User), as well as the name and TIN of the owning entity.</p> <div data-bbox="462 1270 1364 1795"> <p style="text-align: center;"><i>Standard User Registration</i></p> <hr/> <p>STANDARD USER REGISTRATION CONFIRMATION:</p> <table> <tr> <td><i>First Name:</i></td> <td>JOE</td> </tr> <tr> <td><i>Middle Initial:</i></td> <td>E</td> </tr> <tr> <td><i>Last Name:</i></td> <td>SMITH</td> </tr> <tr> <td><i>Social Security Number:</i></td> <td>234-56-7655</td> </tr> <tr> <td><i>Organization Name:</i></td> <td>SMITH CO.</td> </tr> <tr> <td><i>Organization ID:</i></td> <td>466038287</td> </tr> <tr> <td><i>E-mail Address:</i></td> <td>jsmith@aol.com</td> </tr> <tr> <td><i>Mothers Maiden Name:</i></td> <td>HUDSON</td> </tr> </table> <p>You are registering as a Participant User for the Participant KELLEY REALTY LTD - 466038287.</p> <p>Please confirm that you are registering as a Participant User and not as a Coordinator. After your registration is processed, the coordinator for KELLEY REALTY LTD will disclose your ID to you.</p> <p> <input type="button" value="Confirm / Submit"/> <input type="button" value="Cancel Application"/> </p> </div>	<i>First Name:</i>	JOE	<i>Middle Initial:</i>	E	<i>Last Name:</i>	SMITH	<i>Social Security Number:</i>	234-56-7655	<i>Organization Name:</i>	SMITH CO.	<i>Organization ID:</i>	466038287	<i>E-mail Address:</i>	jsmith@aol.com	<i>Mothers Maiden Name:</i>	HUDSON
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REGISTERING AS A USER

Step	Instruction																
12	<p>Verify the registration information on the Standard User Registration confirmation screen.</p> <p>NOTE: If the applicant incorrectly enters any information, click on the</p> <p>Cancel Application  button to return to the registration application. Use the following methods to re-enter correct information before resubmitting the registration application.</p> <ul style="list-style-type: none"> • To correct a single character, use the Delete or Backspace key on the keyboard. • To delete an entry in a field, double-click on the entry to highlight. Use the Delete key to delete the entry. • To clear all of the entries in all fields and to begin the application again, click on the Clear Fields button at the bottom of the screen. 																
13	<p>Click on the Confirm/Submit  button. A Standard User Registration message screen displays acknowledging receipt and acceptance of the registration application for processing.</p> <div data-bbox="539 1171 1230 1612"> <p style="text-align: center;">Standard User Registration</p> <hr/> <p> Message: STANDARD USER REGISTRATION ACCEPTED FOR FURTHER PROCESSING</p> <table> <tr> <td>First Name:</td> <td>JOE</td> </tr> <tr> <td>Middle Initial:</td> <td>E</td> </tr> <tr> <td>Last Name:</td> <td>SMITH</td> </tr> <tr> <td>Social Security Number:</td> <td>234-56-7655</td> </tr> <tr> <td>Organization Name:</td> <td>SMITH CO.</td> </tr> <tr> <td>Organization ID:</td> <td>466038287</td> </tr> <tr> <td>E-mail Address:</td> <td>jsmith@aol.com</td> </tr> <tr> <td>Mothers Maiden Name:</td> <td>HUDSON</td> </tr> </table> <hr/> <p> </p> <p>Home Previous</p> <p>Comments or Questions <REAC_CSC@hud.gov></p> </div> <p>NOTE: It is important to remember the TIN you registered under. Only a Coordinator for that owning entity will be able to retrieve your User ID.</p>	First Name:	JOE	Middle Initial:	E	Last Name:	SMITH	Social Security Number:	234-56-7655	Organization Name:	SMITH CO.	Organization ID:	466038287	E-mail Address:	jsmith@aol.com	Mothers Maiden Name:	HUDSON
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AFTER REGISTERING AS A USER

Overview

User registration applications are processed nightly. If the owning entity TIN is verified as a trusted business partner TIN within the HUD database, the system assigns a User ID. A trusted business partner is an organization/individual registered to do business with HUD. Trusted business partners include owners of multifamily properties, managing agents, and developers. Any of these business partners may have only one representative or multiple representatives register for a User ID.

Once a person successfully registers for a User ID, the following process is used to communicate the User ID.

1

Wait at least 24 hours after you have registered online for a User's ID.



2

Contact your Multifamily Coordinator to request your User ID.



3

Once your Multifamily Coordinator provides you with your User ID, you can log in.



Changing Your Password

On the **Secure Systems** screen, under System Administration, the [Password Change](#) link allows Users and Coordinators to change their own passwords. This is the only system administration function available to Users.

NOTE: Unlike user IDs, User passwords are not accessible to Coordinators.

To change your password:

1. Access the **Secure Systems** screen.



2. Click on the [Password Change](#) link on the **Secure Systems** screen. The **Change Password** screen displays (next page).



HELP

Change Password

Please enter a new Password

User ID M11111

Old Password:

New Password:

Retype New Password:

Login

Notice to internet users: Your password change request may not take effect for up to 15 minutes.

BACK

3. Enter your old password and tab to the *New Password* field.
4. Enter your new password and tab to the *Retype New Password* field.
5. Retype the new password to verify it.
6. Click on the **Login** button. The old password is changed to the new password and the **Secure Systems** screen displays.

NOTE: The password change is not instantaneous, it may take up to 15 to 30 minutes for it to be implemented on the Netscape server. Your old password is valid until the new password takes effect.

Password Expiration

Effective April 8, 2000, user passwords will expire every 21-calendar days. The system automatically prompts you to change your password. You must remember how you saved your new password (i.e., uppercase or lowercase) to change it on the Netscape server.

System Administration for the Coordinator

NOTE: The instructions in Part 3—System Administration for the Coordinator are for Coordinators ONLY.

As the Coordinator, you perform system administration functions to provide a User with system access to HUD's secure systems, and to assign the User rights to properties associated with the owning entity. The steps are:

- First, the Coordinator must establish themselves as a Coordinator in the system.
- Once a Coordinator is in the system, the Coordinator can retrieve user IDs for other Users who have registered with HUD.
- Coordinator also assigns permission for a User to submit annual financial statement data or certify annual financial statement data for the property associated with their owning entity.
- Functions are performed in the Secure Systems application, which can only be accessed with a valid user ID and password.



Secure Systems

The **Secure Systems** main screen (above) contains two sections: *Systems* and *System Administration*. The *Systems* section provides underlined links to HUD's secure systems. The list of underlined system links varies based on your access rights. The

Systems Administration section allows the Coordinator to control system access and update User information (e.g., email address).

Establishing a Coordinator

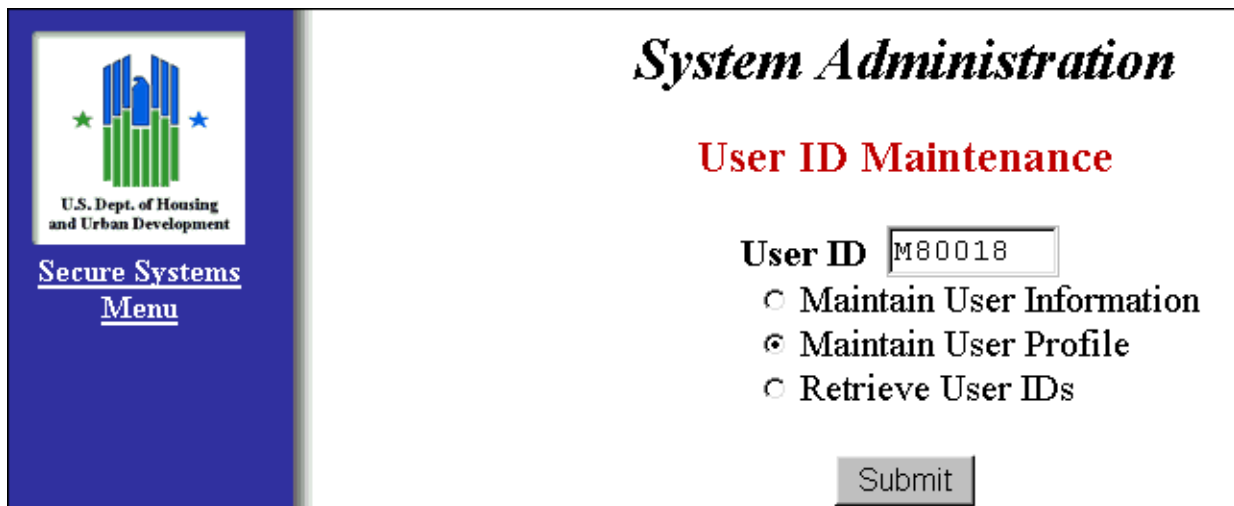
The first step in establishing yourself as a Coordinator begins when you receive your HUD user ID from the CEO of the owning entity. The Coordinator enters the user ID and password to log in to perform the necessary security administration to access FASSUB. You can use your HUD user ID and the password submitted in your registration application to log in and set up system rights.

User ID Maintenance

After you log in and reach the **Secure Systems** screen, you should perform system administration functions in the following order for the system to recognize you as a Coordinator for FASSUB.

To establish yourself as a Coordinator in the system:

1. On the **Secure Systems** main screen, under the *System Administration* section, click on the User ID Maintenance link. The **User ID Maintenance** screen displays.



System Administration

User ID Maintenance

User ID

☐ Maintain User Information

☒ Maintain User Profile

☐ Retrieve User IDs

2. Enter your user ID in the *User ID* field. Remember to capitalize the letter in your ID.
3. Click on the *Maintain User Profile* radio button.
4. Click on the Submit button. The **Maintain User Profile** screen displays (next page).

Maintain User Profile

System		Add M9002 to:	Remove M9002 from:
<input type="checkbox"/>	APPS	<input type="checkbox"/> Action(s)	
		Coordinator Submit	
		Group(s) - None Defined	
<input type="checkbox"/>	FASSUB	<input type="checkbox"/> Action(s)	
		Coordinator Submit	
		Group(s) - None Defined	
<input type="checkbox"/>	PASS	<input type="checkbox"/> Action(s)	
		Coordinator	
		Group(s) - None Defined	
<input type="checkbox"/>	TRACS	<input type="checkbox"/> Action(s)	
		Coordinator Submit	
		Group(s) - None Defined	

[\[Main Menu\]](#)
[\[User Group Maintenance\]](#)
[\[User Maintenance\]](#)

NOTE: The **Profile** screen pertains to Coordinators only.

5. Click in the checkbox to the left of *FASSUB* to indicate the system desired.

<input checked="" type="checkbox"/>	FASSUB
	Financial Assessment Subsyst. Submission

6. Click in the *Add* checkbox to the left of *Action(s)* to provide yourself the Coordinator action in the system.

<input checked="" type="checkbox"/>	Action(s)
-------------------------------------	------------------

7. Click on “Coordinator” from the list to highlight it. Use the scroll bar, if necessary.

Coordinator
Submit an AFS

8. Click on the Submit button. An **Update Results** screen displays, confirming the information has been updated.

Update Results
All updates have been successfully completed.
[Review User M80018]
[Secure Systems Menu] [User Maintenance]

NOTE: To remove the Coordinator action for a system(s), click on the Review User link. The **Maintain User Profile** screen displays again. “Coordinator” is now listed in the Remove column, indicating that the Coordinator is established for FASSUB. To delete the Coordinator action for FASSUB, click on the Remove checkbox in the last column, highlight “Coordinator,” and click on the Submit button. The **Update Results** screen displays again, confirming removal of the Coordinator action for FASSUB.

9. Click on the Secure Systems Menu link. The **Secure Systems** screen displays (next page).



Providing Your Users with System Access

A Coordinator may retrieve only those users IDs applied for under the same owner for which they are serving as Coordinator. After a User has registered with HUD and notified you (the Coordinator) of their registration, the Coordinator:

- Retrieve the User's ID from the system.
- Assign the User access rights to FASSUB.
- Assign properties associated with the owning entity to the User.
- Provide the User with their user ID.

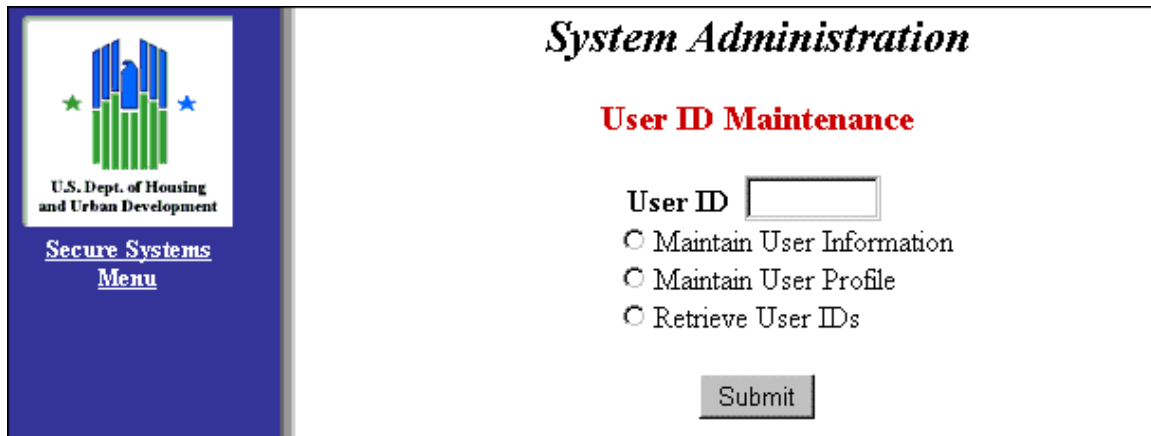
NOTE: Registration applications are processed nightly, so allow at least 24 hours between User registration and Coordinator retrieval of the user ID.

Retrieve the User's ID

As the FASSUB Coordinator, you are responsible for controlling access to the system and the AFS statement data. You should verify a User is authorized to do business for an owning entity prior to allowing the User access to FASSUB and the AFS statement data. The first step in assigning the User system rights is to retrieve the User's ID.

To retrieve a user ID:

1. Click on the User ID Maintenance link on the **Secure Systems** main screen, under the *System Administration* heading. The **User ID Maintenance** screen displays (next page).



System Administration

User ID Maintenance

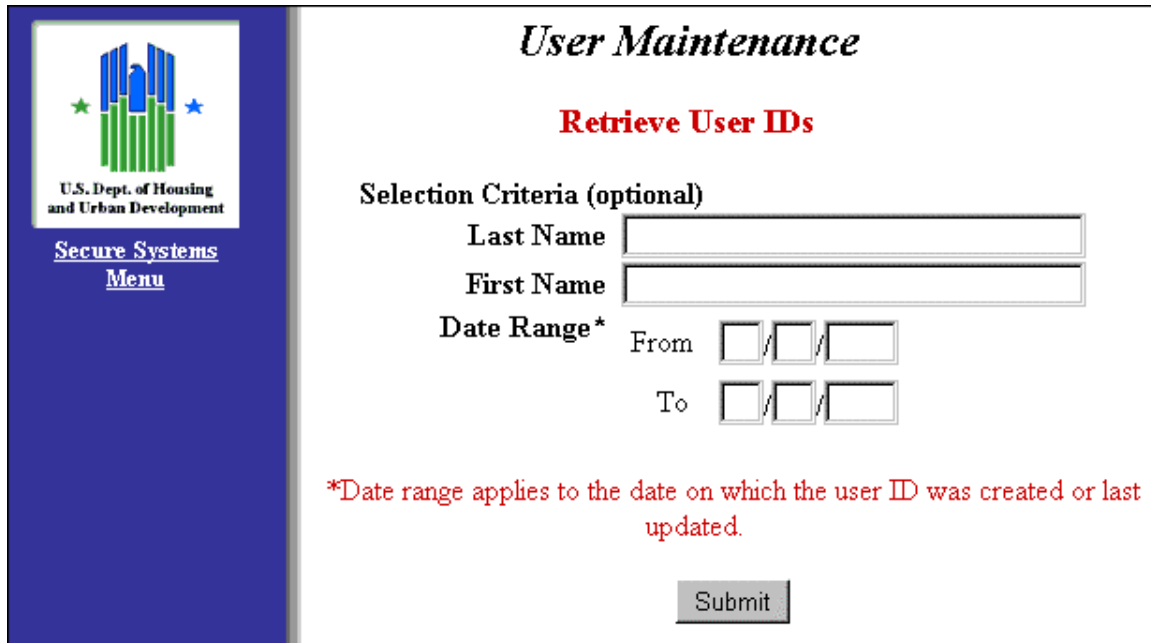
User ID

☐ Maintain User Information

☐ Maintain User Profile

☐ Retrieve User IDs

- Click on the Retrieve User IDs ☒ Retrieve User IDs radio button.
- Click on the Submit button. The **Retrieve User IDs** screen displays.



User Maintenance

Retrieve User IDs

Selection Criteria (optional)

Last Name


First Name

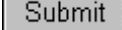
Date Range* From / /

To / /

*Date range applies to the date on which the user ID was created or last updated.

- Enter the User's *Last Name* (example: *Mathias*). Press the tab key.
- Enter the User's *First Name* (example: *Peter*).

SELECTION CRITERIA	DESCRIPTION
Last Name	Allows you to retrieve the user ID for an individual user by typing in their full or partial last name.
First Name	Allows you to retrieve the user ID for an individual user by typing in their full or partial first name.
Date Range	Allows you to enter a range of registration dates to retrieve the list of Users that registered during that period. For example, you have several Users that registered in the same week and you want to retrieve all their user IDs at once. Use the 2-digit month, 2-digit day, and 4-digit year format when entering a date range. Tab from one field to the next.
	Clicking on the Submit button allows you to view the entire list of Users and their user IDs. You do not need to enter the above criteria.

6. Click on the Submit  button. The **User List** screen for the owning entity displays. It includes the owning entity's tax ID, the participant ID, and a list of all Users for the owning entity for the specified date range. **Refer to the User ID column.**

User List				
ID	Last Name	First Name	User ID	Stat
411295075	MATHIAS	PETER	M44795	A
Coordinators are listed in bold.				
[Main Menu] [User Group Maintenance] [User Maintenance] [Retrieve User IDs]				

7. Click on the User Maintenance link to continue setting up a User. The **User ID Maintenance** screen displays. (Otherwise, click on the Main Menu link to return to the **Secure Systems** main screen.)

Assign a Role

Next, you must assign an access role to the User, allowing the User to perform the appropriate function in the system. A role defines a set of actions that a person is authorized to perform in the application. There are two roles available for a User in FASSUB; the Submitter and the CPA Certifier. For example, a User has to be assigned the role of “FASSUB - AFS Submitter” to be allowed to electronically prepare and submit annual financial statement data.

The CPA Certifier is a new role that allows an independent public accountant (IPA) to certify the submission. The CPA/IPA must be assigned the CPA Certifier role to perform the CPA Certification – required for an audited AFS data submission for HUD.

NOTE: The audit firm the CPA is associated with must be registered in the Quality Assurance Subsystem (QASS) before a CPA can certify submissions.

<i>FASSUB</i>		
<i>Role</i>	<i>Description</i>	<i>Role Code</i>
CPA Certifier	Certifies the owning entity's FASSUB submission agrees with the hard-copy audit to allow it to be sent to HUD.	CPC
AFS Submitter	Creates, saves, and submits annual financial statements to HUD.	SUB

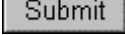
To assign a role to a User:

1. Enter the User's ID in the *User ID* field on the **User ID Maintenance** screen. (If starting from the **Secure Systems** main screen, first click on the User ID Maintenance link to access the **User ID Maintenance** screen.)

The screenshot shows the 'System Administration' window with the 'User ID Maintenance' tab selected. On the left is a blue sidebar with the HUD logo and 'Secure Systems Menu' link. The main area has a 'User ID' text box containing 'M11111'. Below it are three radio button options: 'Maintain User Information' (selected), 'Maintain User Profile', and 'Retrieve User IDs'. A 'Submit' button is at the bottom right.

System Administration	
User ID Maintenance	
User ID	M11111
<input checked="" type="radio"/> Maintain User Information	
<input type="radio"/> Maintain User Profile	
<input type="radio"/> Retrieve User IDs	
<input type="button" value="Submit"/>	

- Click on the *Maintain User Information* radio button (as in the example on the previous page).

- Click on the Submit  button. The **Maintain User Information** screen displays.

Maintain User Information

User ID: M11111

First Name:

Middle Initial:

Last Name:

e-Mail Address:

Business Partner(s)	User Status	User Type	Coordinator
<input type="text" value="167890234"/> ▼	<input checked="" type="radio"/> Active <input type="radio"/> Terminated	Business Partner	<input checked="" type="radio"/> Yes <input type="radio"/> No

☐ Assign Role(s)

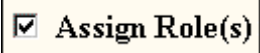


FASSUB AFS Submitter

☐ Delete Roles(s)

CPC - CPA Certifier

[\[Main Menu\]](#) [\[User Group Maintenance\]](#) [\[User Maintenance\]](#)

NOTE: The user ID is confirmed at the top of the screen. The majority of the fields presented on the screen come from the registration application, including name and e-mail address. The Business Partner drop-down list provides a tax identification number (TIN) for each owning entity with which the user has a relationship. This list is read-only. The default status is “Active,” which is appropriate for a new or current user. “Terminated” inactivates the user ID, restricting access to HUD’s secure systems. For example, if a User will be on extended leave, their user ID should be terminated until they return.

4. Click on the Assign Role(s)  checkbox.
5. Select the appropriate role  from the drop-down list.
6. Click on the Update  button. The **Update Results** screen displays, confirming the role update was successful.



NOTE: To review the current role(s), assigned to this system ID, click on the Review User link. The **Maintain User Information** screen displays again. If a role is active, the role displays in the right column under Delete Role(s). The Coordinator can terminate access to the system for a User by deleting the role. When deleting a role, remember to first check the checkbox next to Delete Role(s) and highlight the role before clicking on the Submit button.

7. Click on the Secure Systems Menu link to return to the **Secure Systems** screen.


Assign the User the Property

In addition to a system role, the User must also be assigned the property. As the Coordinator, you can only assign Users to the property you represent. The property assignment function was enhanced in FASSUB Release 2.3 to support a consolidated submission. The addition of the tax identification number (TAX ID) allows the user to assign a property for all owners associated with that property.

For example, if a property is sold, there will be two owners for the fiscal year reporting period. In the case of consolidated submissions, both owners need to be able to submit financial data for that property, in addition to their other properties. In this situation, two users can have the right to submit for the same property, which is acceptable for the year in which the Transfer of Physical Assets (TPA) occurred.

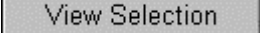
To assign a property to a User:

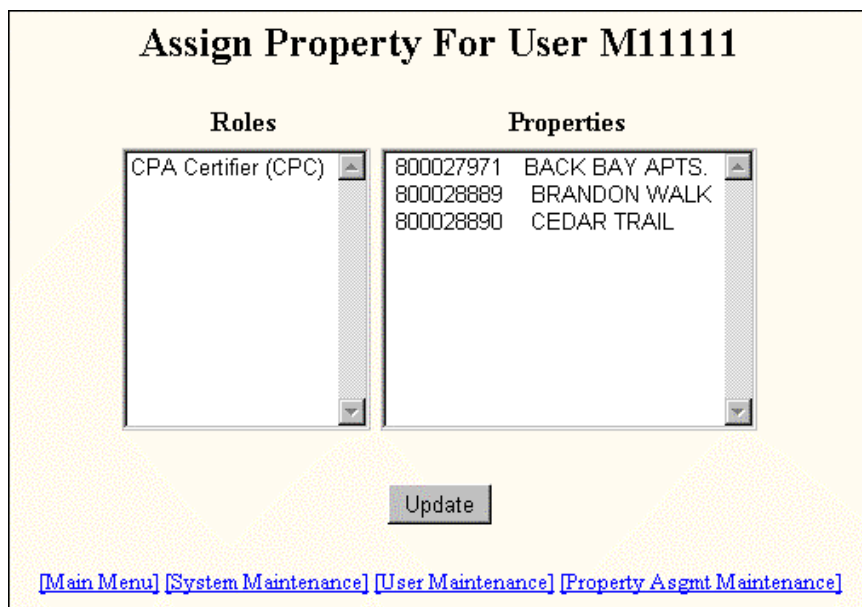
1. Click on the Property Assignment Maintenance link on the **Secure Systems** main screen under the *System Administration* heading. The **Property Assignment Maintenance** screen displays (next page).

Selection Criteria	Description
Property ID	Allows you to enter the Property ID to assign a specific property to the User.
Tax ID	Allows you to select a Tax ID number for a previous or current owning entity.
FHA Number	Allows you to enter the FHA number for a specific property.
Contract Number	Allows you to enter the Contract number for a specific property.
Location	Allows you to select a location from a drop-down menu.
	The View Selection button allows you to view the entire list of property(s) for which you serve as Coordinator.

2. Enter the User's ID in the *User* field.

3. Click on the *Assign Property* radio button.

4. Click on the View Selection  button. The **Assign Property for User** screen displays.



The screenshot shows a web application window titled "Assign Property For User M11111". It contains two side-by-side list boxes. The left list box is titled "Roles" and contains one item: "CPA Certifier (CPC)". The right list box is titled "Properties" and contains three items: "800027971 BACK BAY APTS.", "800028889 BRANDON WALK", and "800028890 CEDAR TRAIL". Below these list boxes is an "Update" button. At the bottom of the window are four blue hyperlinks: "[Main Menu]", "[System Maintenance]", "[User Maintenance]", and "[Property Asgmt Maintenance]".

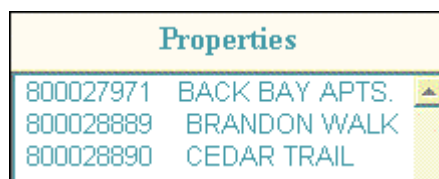
NOTE: A Coordinator can only assign 100 properties at a time per role. It's important for the Coordinator to remember the last property assigned for a given role.

5. Click on the appropriate role that defines the actions the User may take for the property(ies) from the *Roles* drop-down list, and highlight it.



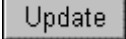
The screenshot shows a drop-down menu with two visible options: "AFS Submitter (SUB)" and "CPA Certifier (CPC)".

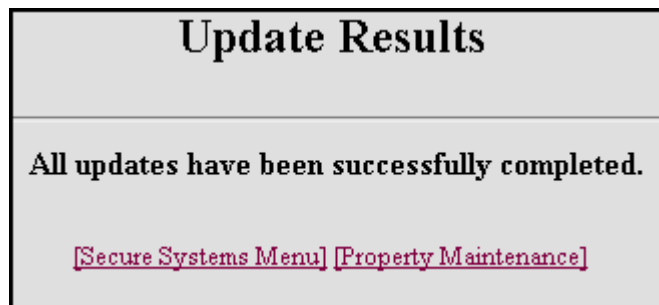
6. Click on the appropriate property(ies) to assign to the User in the *Properties* list.



The screenshot shows a list box titled "Properties" containing three items: "800027971 BACK BAY APTS.", "800028889 BRANDON WALK", and "800028890 CEDAR TRAIL". The first item is highlighted with a yellow background.

NOTE: If the User can submit for more than one property, select the appropriate property from the list by clicking on the selection to highlight it, and hold the Ctrl key down and click to select multiple properties.

7. Click on the Update  button. The **Updates Results** screen displays.

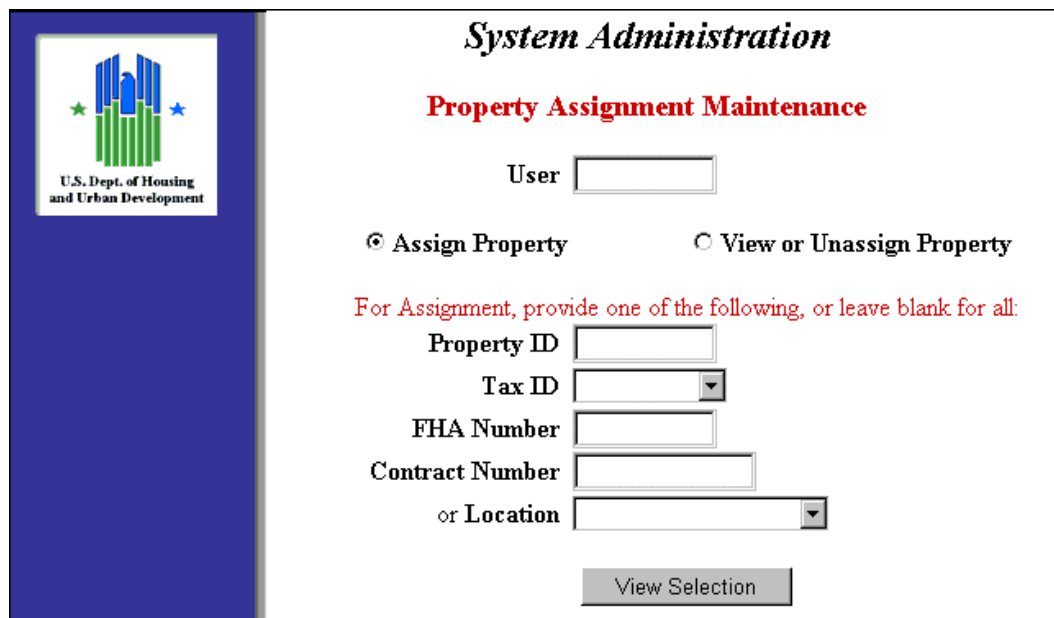


8. Click on the Property Maintenance link to return to the **Property Assignment Maintenance** screen and review your selections. (Otherwise, click on the Secure Systems Menu link to return to the **Secure Systems** main screen).

Review or Unassign Property Maintenance

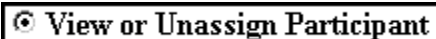
To review a User's current property assignment or to unassign a property:


1. Click on the Property Assignment Maintenance link on the **Secure Systems** screen. The **Property Assignment Maintenance** screen displays.



2. Enter the User's user ID in the *User* field on the **Property Assignment Maintenance** screen.

3. Click on the View or Unassign Property radio button.



4. Click on the View Selection  button. The **Unassign Property for User** screen displays, identifying the assigned User, the role(s), and the property (or properties) assigned to that User.

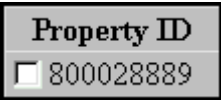
Unassign Property For User M9002


Property ID	Property Name (& Owner TIN)	Role Code
<input type="checkbox"/> 800027971	BACK BAY APARTMENTS (678956756)	CPC
<input type="checkbox"/> 800028889	BRANDEN WALK(312131213)	CPC
<input type="checkbox"/> 800028890	CEDAR TRAIL (900090009)	CPC

Submit

[\[Main Menu\]](#) [\[System Maintenance\]](#) [\[User Maintenance\]](#) [\[Property Asgmt Maintenance\]](#)

NOTE: Unless unassigning (removing) a property from the User, skip to step 6.

5. Click on the Property ID  checkbox of the property to be unassigned. The User will no longer have access to that property.

6. Click on the Submit  button. The **Update Results** screen displays.

Update Results

All updates have been successfully completed.

[\[Secure Systems Menu\]](#) [\[Property Maintenance\]](#)

7. Click on the [Property Maintenance](#) link to return to the **Property Assignment Maintenance** screen.

Provide User with their User ID

After retrieving the User's ID, assigning the User the appropriate system role(s), and assigning property(ies) to them, you now provide them with their user ID to access the system.

Business Partners Maintenance

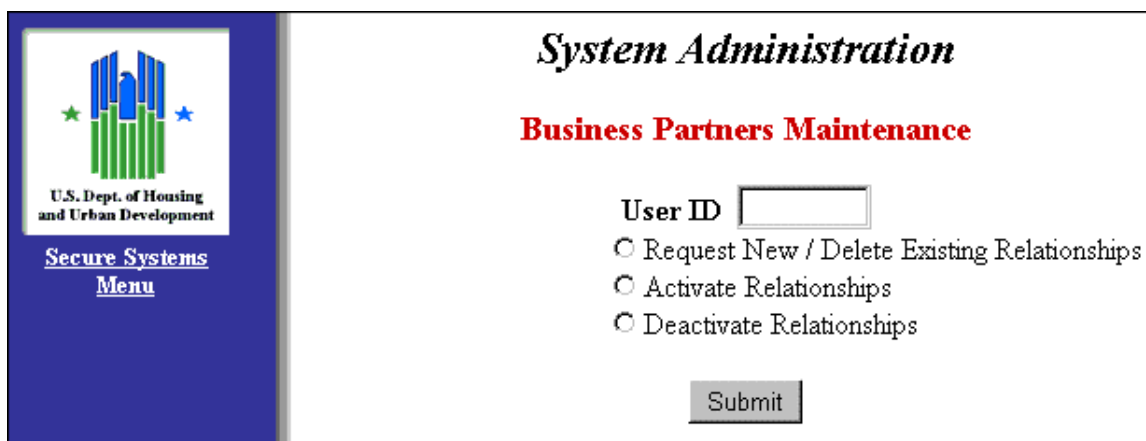
The Business Partner Maintenance feature allows **Coordinators** to represent additional business partners (i.e., owning entities). You only register once. If you need to represent additional owning entities as their Coordinator, you must request a new business partner relationship for each additional owning entity. Once the new relationship is activated in the system, you can act as the Coordinator for the additional owning entity.

Establishing Additional Owning Entity Relationships

Remember, Coordinators are determined by the CEO for the owning entity. The first step in establishing a new business partner relationship (in addition to the owning entity under which you are registered) is to make a request to be the Coordinator for the new owning entity in the system.

To request a new business relationship:

1. Click on the Business Partners Maintenance link on the **Secure Systems** screen, under the *System Administration* heading. The **Business Partners Maintenance** screen displays.



System Administration

Business Partners Maintenance

User ID

☐ Request New / Delete Existing Relationships

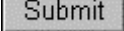
☐ Activate Relationships

☐ Deactivate Relationships

2. Enter your user ID in the *User ID* field.

3. Click on the Request New / Delete Existing Relationships radio button.


☒ Request New / Delete Existing Relationships

4. Click on the Submit  button. The **Delete/Request Relationships** screen displays. The “Original Relationship” identifies the owning entity you registered under. The box immediately below displays additional owning entities you represent (if any).











Delete Relationships For User M9002

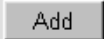
Original Relationship: 988888888 - Waterworld Apartments, Inc. (Organization)

977777777 - SRD Associates, LLP (O)
999999999 - Three Lakes Retirement Center, Inc. (O)



Request Relationships For User M9002

Tax ID / SSN / PHA ID	Business Partner Type
<input type="text"/>	Participant (Organization) 
<input type="text"/>	Participant (Organization) 
<input type="text"/>	Participant (Organization) 
<input type="text"/>	Participant (Organization) 
<input type="text"/>	Participant (Organization) 
<input type="text"/>	Participant (Organization) 
<input type="text"/>	Participant (Organization) 
<input type="text"/>	Participant (Organization) 
<input type="text"/>	Participant (Organization) 
<input type="text"/>	Participant (Organization) 



[\[Main Menu\]](#) [\[User Group Maintenance\]](#) [\[User Maintenance\]](#) [\[Business Partners Maintenance\]](#)

5. Scroll down to the *Request Relationships* section and place the cursor (I) in the *Tax ID / SSN / PHA ID* text field.

6. Enter the owning entity's TIN in the blank Tax ID/SSN/PHA ID field.

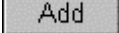
Tax ID / SSN / PHA ID
977777777

NOTE: To add multiple owning entities, enter the TINs in the text field.

7. Click on the *Business Partner Type* drop-down arrow to view a list of options.

Business Partner Type
Participant (Organization) ▼
Participant (Organization)
Participant (Individual)
PHA


8. Highlight either Participant (Organization) or Participant (Individual) from the *Business Partner Type* drop-down list. For example, if the Tax ID represents a corporation, highlight *Participant (Organization)*. However, if the Tax ID represents an owning entity that is an individual, such as a sole proprietor, highlight *Participant (Individual)*.

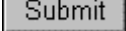
9. Click on the Add  button at the bottom of the screen. A **Confirmation** screen displays.

Request Relationships For User M9002								
Confirmation								
<table border="1"><thead><tr><th>Add Participant Info</th><th>Confirm</th></tr></thead><tbody><tr><td>977777777</td><td rowspan="4"><input type="checkbox"/></td></tr><tr><td>SRD Associates, LLP</td></tr><tr><td>50 MAUDE STREET</td></tr><tr><td>PROVIDENCE, RI 02908</td></tr></tbody></table>	Add Participant Info	Confirm	977777777	<input type="checkbox"/>	SRD Associates, LLP	50 MAUDE STREET	PROVIDENCE, RI 02908	
Add Participant Info	Confirm							
977777777	<input type="checkbox"/>							
SRD Associates, LLP								
50 MAUDE STREET								
PROVIDENCE, RI 02908								
<div>Submit Cancel</div>								
[Main Menu] [User Group Maintenance] [User Maintenance] [Business Partners Maintenance]								

NOTE: The system automatically checks the Tax ID against HUD's database. A message displays if the information is not valid. If the information is not correct, click the Cancel button to return to the previous screen and re-enter the correct information.


Confirm
<input checked="" type="checkbox"/>

10. Click on the Confirm  checkbox to confirm you are requesting an association with this business partner.

11. Click on the Submit  button to submit the request. The **Update Results** screen displays confirming your association with this business partner.



NOTE: At this point, the relationship has been created but is not active. The steps associated with Activating the Business Partnership still must be done.

12. Click on the Secure Systems Menu link to return to the **Secure Systems** screen, or click the close  control icon to exit the system.


Activating an Additional Owning Entity Relationship

After the Coordinator submits the request for the additional owning entity relationship, HUD notifies the CEO of the owning entity by letter of the Coordinator's request for this association. The remainder of the process is described as follows:

- Letter provides an activation key code for the Coordinator, consisting of numbers and upper case letters.
- The CEO of the owning entity authorizes the Coordinator as their representative when they provide the activation key to the Coordinator.
- Coordinator can then activate the new relationship in the system.
- Option of establishing a Coordinator for additional owning entities is only available to those that initially registered and received their user ID as a Coordinator.

To activate an additional owning entity relationship:

1. Click on the Business Partners Maintenance link on the **Secure Systems** main screen, under the *System Administration* heading. The **Business Partners Maintenance** screen displays (next page).



**Secure Systems
Menu**

System Administration

Business Partners Maintenance

User ID

☐ Request New / Delete Existing Relationships

☐ Activate Relationships

☐ Deactivate Relationships

2. Enter the user ID in *User ID* field.
3. Click on the Activate Relationships ☒ **Activate Relationships** radio button.
4. Click on the Submit button. The **Activate Relationships** screen displays.

Activate Relationships For User M9002

Select those you wish to activate

977777777 - SRD Associates, LLP


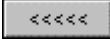
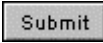
999999999 - Three Lakes Retirement Ce

>>>>

<<<<

TIN/SSN/PHA ID	Activation Key
977777777	WNGP23GM4K1WZIVJVQUD
999999999	VUT8JKS86CT7SC5U3DKZ

NOTE: Only the TINs and owning entities appear for activation that was requested by the Coordinator.

5. Highlight and click on the appropriate TINs and business partner(s) from the *Select those you wish to activate* column.
6. Click on the right arrow  button. The *TIN ID* automatically displays in the middle column. (To deselect an organization, click on the left arrow  button).
7. Enter the activation key code, received in the letter to the owning entity CEO, in the *Activation Key* field.
8. Click on the Submit  button. The **Activation Results** screen displays. If the relationship was not activated, return to the previous screen and correct the errors.

Activation Results For User M9002

The following relationships were activated successfully:
TIN/SSN/PHA ID: 977777777 Activation Key: WNGP23GM4K1WZIVJVQUD
TIN/SSN/PHA ID: 999999999 Activation Key: VUT8JKS86CT7SC5U3DKZ

The following relationships were not activated due to activation key errors:
N/A

The following TINs/SSNs/PHAs already have two coordinators:
N/A

[\[Main Menu\]](#) [\[System Maintenance\]](#) [\[User Maintenance\]](#) [\[Business Partners Maintenance\]](#)

9. Click on the Main Menu link to return to the **Secure Systems** main screen.

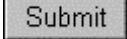
Deleting a Business Partner Relationship

If you, or the backup Coordinator, no longer serve as the Coordinator for an owning entity, the relationship with that owning entity must be deleted. Remember, the system allows an owning entity a maximum of two Coordinators.

To delete a Coordinator relationship with an owning entity:


1. Enter the Coordinator's user ID in the *User ID* field on the **Business Partners Maintenance** screen.

- Click on the *Request New/Delete Existing Relationships* radio button.

- Click on the Submit  button. The **Delete/Request Relationships** screen displays.





Delete Relationships For User M64091

Original Relationship: DC777 -
CARLSBURG (Organization) (Terminated)

IN015 - South Bend Housing Authority (O) 

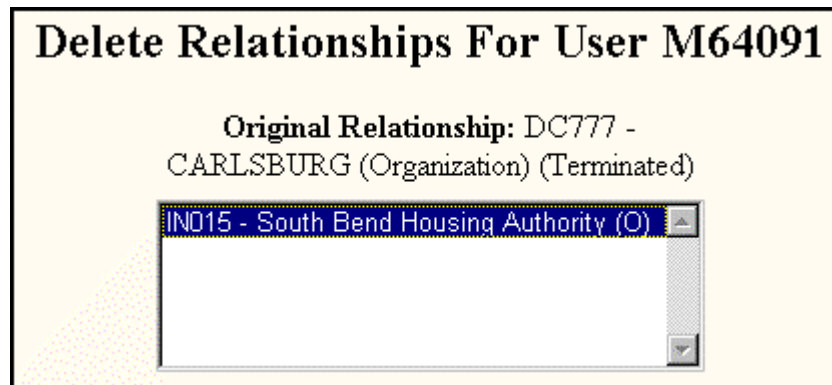
Delete

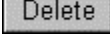
Request Relationships For User M64091

Tax ID / SSN / PHA ID	Business Partner Type
<input type="text"/>	Participant (Organization) 
<input type="text"/>	Participant (Organization) 
<input type="text"/>	Participant (Organization) 
<input type="text"/>	Participant (Organization) 


Add

- In the *Delete Relationships* section, click on the TIN to select it. Use the scroll bar, if necessary. If more than one Organization/Individual appears, use the Ctrl key to select more than one option.



5. Click on the Delete  button to delete the Coordinator relationship with the owning entity. The **Update Results** screen displays confirming your deletions.



6. Click on the Secure Systems Menu link to return to the **Secure Systems** screen, or click on the close  control icon to exit the system.

